



THE JANE CARLSON WILLIAMS '60 ARCHIVES DONORS AND DONATED MATERIALS POLICY

Updated October 2016

The archives welcomes donations of materials with archival value and relevance to the institution. Please contact the archivist to discuss materials you wish to donate.

The following is a list of services the archives will provide to donations accepted into the collection:

1. The donation will be arranged and described.
2. The donation will be physically stabilized and preserved; materials will be placed in archivally safe containers and stored in facilities that provide appropriate temperature and humidity controls and security.
3. The donation will be available to researchers after arranged, physically stabilized, described, and prepared for use.
4. The donation will be made available for use unless restrictions are included in the Deed of Gift or Archival Materials Transfer form. If the donor has placed temporary restrictions on access, the archivist will enforce these restrictions.
5. The archives will provide reference services so that users will have access to the donated materials.
6. When applicable, the archives will alert researchers to existing copyrights relating to the donation and will include such statements in the description of donated materials.
7. The archives will permanently maintain files documenting the acquisition of the donation.
8. Periodically materials may be reappraised for retention in the archives and deaccessioned for one of the following reasons: physical condition, duplication, or migration. Please refer to the Archives Collection Management Policy for further details.
9. Once items are accessioned, they may not be physically removed from the archives.
10. Donors may access the materials they have donated at any time by making an appointment with the archivist.

NOTE: If material is in poor physical condition, duplicates other items in the collection, or falls outside of the archives collecting scope, it will not be added to the collection. In this case, the archivist will first attempt to return material to the donor. If the donor is unknown, unreachable, or does not want the material, the archivist will dispose of it as s/he sees fit.